

CITY OF BERLIN COMMITTEE OF THE WHOLE MEETING MINUTES  
TUESDAY, September 5, 2023 7:00 PM  
COMMON COUNCIL CHAMBERS

Mayor Bruessel called the Committee of the Whole meeting to order at 7:00 p.m. Present: Ald Boeck, Burgess, Dretske, Durtschi, Nigbor and Stobbe. Staff present: Sara Rutkowski, Scott Zabel, and Caitlin Hilgart.

There were no Virtual Attendees to seat.

There was one Public Comment registration card completed by Neil Tettenborn. Tettenborn, 355 S.W. Ceresco expressed concerns with fast cars on S.W. Ceresco, the fire hydrant on the corner of N. Capron St. and W. Huron St. that has been covered for some time, and a neighbor that is having a camp fire 27 feet from his garage. Mayor Bruessel thanked him for his concerns.

Dretske made a motion to approve the minutes from the August 1, 2023 Committee of the Whole Meeting. Nigbor seconded the motion which passed on a voice vote.

Next on the agenda was the Liquor License Approval Guidelines. Rutkowski presented a suggested Liquor License questionnaire that could be used to guide Council when they would be faced with multiple applications for one available license. There was discussion held on additional questions that the Council to like to see added. Also, the steps taken for proceeding with enforcing the Municipal Ordinance of being open 150 days. This agenda item was moved to next week's Common Council agenda with staff direction.

Item # 6 was the Uncashed Checks Policy. Rutkowski stated that as staff moves to new financial software we could like to clear uncashed checks going back to 2002. Rutkowski got permission to start issuing new checks and put together an uncashed check financial policy and bring it back next month.

Item # 7 was the 2022 Designating Capital Project Account Settling. Rutkowski presented the background on the 4 major projects that were budgeted in 2022. Stating that she would need permission to move the assigned funds from the bridge account to balance and close out the other accounts. Dretske made a motion to recommend to Common Council to transfer the remaining funds from the GL Account assigned for bridge repair and from the GL Account assigned for Taxi Replacement into the GL Account assigned for Building Repair and GL account assigned for Equipment Replacement for DPW. Burgess second the motion that was passed on a voice vote.

Last item was the 2024 Preliminary Budget Discussion. First was the Health Insurance increase. Rutkowski presented that there is a renewal increase of 17.8%. Discussion was held on different options that can be taken. Rutkowski stated that a meeting is scheduled later this week and more information would be available next week. Second was a possible Equipment Borrowing. Zabel presented a list with estimated cost of equipment to replace for the Department of Public Works. Discussion was held on the multi-use and importance of the equipment. Rutkowski was asked to reach out to Baird to receive scenarios for 2 million borrowing debt payouts and present it next week. Third was a possible IT part-time position. Rutkowski presented the cost of a block of hours purchased from Corporate Network compared to the cost of hiring a part-time employee. Discussion was held on the State Innovation Grant Funds and subcontracting to the other Cities in the County. The city would still need contractual services but would still like to build this position. Four and Five are combined into one discussion. Community

Relations / Administrative Assistant Position that would come from the Recreation Program. There is a recreation assistant that the funds could sift from.

Nigbor made a motion to adjourn the meeting at 8:48 pm, which was seconded by Burgess, and passed on a voice vote.

*Caitlin Hilgart, Deputy Clerk*